



University
Housing

The Guide to Residential Living

2024-2025 Edition

Introduction

Welcome to the on campus community at Western Oregon University. The Guide to Residential Living has important policies and restrictions to keep our residential community as safe and welcoming to all as possible. For more information about living on campus, please visit wou.edu/housing

In addition to prohibited conduct and policies you will find in this document, all WOU students are also held to The Code of Student Responsibility, available at wou.edu/studentconduct/about. For more information about the Office of Student Conduct, and the conduct process, please visit wou.edu/studentconduct

The Residential Community

The Office of University Housing houses a diverse community of students in a variety of living situations. Our experienced and well-trained staff is committed to your education and to fostering a community which can nurture your development. Living on campus is a unique experience which provides an opportunity to meet new people and to explore new ideas and ways of relating to others.

Community Living

Western Oregon University's residential program supports a valuable community living environment. You, the resident, are the key to the success of your community when you exercise responsibility and when you abide by community standards. Like any community member, you have rights which will be honored by that community. You also have responsibilities to the very same community which supports and validates those rights.

The university is committed to encouraging mature self-direction while holding you responsible for your actions. So, when you signed your residential contract, you agreed to the following:

- A commitment *from* you to act as a responsible student, to be considerate of other residents, to abide by university rules, and to fulfill your financial obligations.
- A commitment *to* you from the university to provide housing and food services, learning opportunities, and a living environment that complements your academic and personal development in an atmosphere conducive to positive interactions with other students, faculty and staff.

Residential Staff Duty

At least one student staff is on duty each weeknight in each of the residential areas. On the weekends, a staff person is available 24 hours a day. Duty hours are:

- Sunday - Thursday: 7:00 pm - 8:00 am
- Friday at 7:00 pm - Sunday at 7:00 pm

	Duty Phone	Duty Office Location
Ackerman Hall:	503-932-9461	Ackerman 1st Floor Lobby
Heritage Hall:	503-930-2297	Heritage Front Desk
Arbor Park Apartments & Landers Hall: (Cedar, Noble & Spruce)	503-932-3417	Sequoia Commons
Family Housing: (Alder View Townhomes & Knox St. Apartments)	503-932-3414	Individual Apartments

Living With A Roommate

One of the most important people you will interact with during your college experience is your roommate(s). Some things to remember about having a roommate:

- You have the right to study in your room free of unusual distractions.
- You have the right to equal use of all common areas and facilities.
- You have the right to entertain guests of any gender in the room, if space allows, in a manner that does not offend your roommate.
- You have the right to live in a clean room in which each roommate does an equal share of work.
- You have the right to live in a room free from illegal/prohibited substances or items.
- You alone have the right to dictate the use of your possessions.
- You have the right to decline requests by your roommate for overnight guests.

Conditions for a Room Change

All residents are eligible for one no-fee room change. All room changes after that have a \$50 fee associated with it. Room changes are subject to availability as determined by University Housing. Room changes will not be granted:

- Until Monday of week three of any given term
- Within two weeks of a new room or roommate placement
- Within the last four weeks of spring term

To be eligible to request a roommate change you must have a Roommate Agreement with your current roommate(s) on file. Review the agreement with your RA and make any appropriate adjustments.

Strategies for a Health Roommate Relationships

- Regard your roommate as an equal.
- Share your mutual interests and discuss your differences.
- Work out an agreement on room cleanliness. Issues over unmade beds, clutter, garbage, items left on the floor, often cause conflicts.
- Set up guidelines for sharing. Discuss each other's comfortability with loaning possessions.
- Arrange your study schedule. If you plan to do most of your studying in your room, let your roommate know. Do you study best with music or TV on, or do you prefer it quiet? Agree on some general study hours and discuss if there is a need to change.
- Discuss guests.
- Talk about how you prefer to communicate. Whatever communication option you choose, keep the lines of communication open. Chances are good that if something about the living situation bothers you, it's also bothering your roommate. Be tactful and remember that your roommate is a human being and has feelings too.
- Fill out your Roommate Agreement with your roommate!
- Don't procrastinate about talking with your roommate about issues.
- Don't try to change your roommate.
- Don't assume that by doing nothing the situation will improve on its own.

POLICIES AND PROCEDURES

As a member of the residential community, you are expected to familiarize yourself with and abide by the regulations outlined in the [Residential Contract](#), and the [Code of Student Responsibility](#), and this document.

Definitions:

- The term “Campus” means any property owned, used or controlled by the University.
- The term “Intoxication” means the inability to negotiate your way without assistance or if you cannot take care of yourself or your basic needs as a result of alcohol consumption.
- The term “Preponderance of Evidence” means that based on the information that is presented, the respondent has more likely than not engaged in the alleged misconduct.
- The term “Possession” means being on and/or in your person, or in your residential room, suite, apartment, vehicle, campus grounds, regardless of your awareness.
- The term “Visitor/Guest” means a person who is not a student and does not have an affiliation in any official way with Western Oregon University.

Prohibited Conduct

Disciplinary action may be initiated by the university and sanctions may be assigned to any student or recognized student organization found participating in, attempting to participate in, or assisting in any of the following prohibited forms of conduct:

1. **Violation of rules outlined in Western Oregon University’s Code of Student Responsibility**
Available online at: wou.edu/studentconduct.
2. **Alcoholic Beverages**
 - a. **All persons are prohibited from:**
 - i. Consuming alcohol in common areas of campus including lounges, hallways, lobbies, restrooms, offices, classrooms, parking lots and all outside grounds.
 - ii. Possessing, providing, or consuming alcohol from containers larger than 32 ounces in capacity.
 - iii. Possessing more than 1.5 liters of wine or 144 ounces of beer or other alcoholic beverages with an alcohol content percentage below 14 percent.
 - iv. Possessing or using beer bongs or other similar devices to facilitate rapid consumption of alcohol.
 - v. Being intoxicated to a point at which normal, independent functioning is compromised.
 - vi. Providing alcohol to persons under the age of 21.
 1. See Policies Section #16
 - b. **Persons under the age of 21 are prohibited from:**
 - i. Possessing or consuming alcohol on campus.
 - ii. Being in a campus housing space (room, suite, apartment, common area) where alcohol is being consumed.
 - iii. Possessing empty alcoholic beverage containers. This includes possession for decorative purposes.
 - c. **Persons 21 years of age or older are prohibited from:**
 - i. Possessing or consuming any alcohol beverage with an alcohol content of 14% or higher while on campus.

- ii. Possessing or consuming alcohol in Ackerman Hall or any designated first year student resident hall.
- iii. Possessing or consuming alcohol when:
 1. Assigned roommate(s) are under the age of 21.
 2. Assigned roommate(s) who are all 21 or older do not permit alcohol in the room.
 3. Persons under the age of 21 are present in the room, suite, or apartment, with the exception of residents living in family housing with minor children.
 4. Alcohol is not stored in its original container.
 5. Empty alcoholic beverage containers are not stored in appropriate recycling receptacles.

3. Bicycle Storage

- a. Storage of bicycles in public areas (other than designated bicycle racks).

4. Bodily Fluid

- a. Failure to clean up vomit, bodily fluids, or excrement in public areas, or causing damage to residential areas due to this action.

The responsible party must obtain cleaning supplies from a University Housing staff member to clean up the area. If it is necessary for a person not responsible to clean up the area, a fee will be charged to the members living in that community.

5. Unapproved Room Change

See Policies Section #1.

Students who make an unapproved room change may be charged a \$150.00 fee and face disciplinary action.

6. Cooking/Electrical Appliances

- a. Cooking
 - i. Use of a blender (excluding personal size blenders, e.g.: Magic Bullet), rice cooker, toasters, pressure cookers, Instant Pots, or any appliances with open heating surfaces or single element burners and/or the possession of knives in a residence hall room, excluding Apartments which have a kitchen or kitchenette spaces.
 - ii. Electrical Appliances
 1. Possession of a personal size refrigerator, excluding apartments.
 2. Use of a poser strip or extension cord to plug in a microwave. Microwaves must be plugged directly into a wall outlet.
 3. Possession or use of an appliance without a built-in shutoff (e.g. coffee maker).
 4. Possession of an air-conditioning unit.

7. Damages, Theft, and Vandalism

- a. Attempting to repair damages to University property.
- b. Damage or theft in common areas of a unit. If the individual(s) causing damages to common areas cannot be identified, the members of the unit containing the common area may be billed a prorated portion of the entire cost of repair and/or assessed charges. Assessed damages will also include a minimum \$5.00 per person per billing administrative fee.

8. Bathroom Facilities

- a. Using facilities that have been designated for a different gender from oneself. Note: Individuals have the right to use gendered facilities consistent with their gender identities.
- b. Improper use of showers (i.e. multiple individuals using a single occupancy shower).

9. Firearms/Weapons

- a. Possession and/or use of any firearm (including, but not limited to: airsoft guns, BB guns, paint and pellet guns, tasers, and stun guns), ammunition, explosives, fireworks, dangerous chemicals, pepper spray greater than 2 oz., or other dangerous weapons (including knives*, swords, bows and arrows, etc.) in or around university residential facilities (including parking lots). **Knives smaller than 3 inches and without spring loaded or double edged blades are allowed.*

10. Firecode and Fire Life Safety

- a. Firecode
 - i. Tampering with, covering, intentionally or accidentally damaging fire alarms, smoke detectors (including disconnecting or removing the battery in any smoke detector), extinguisher, sprinkler head, or other fire and life safety equipment.
 - ii. False alarms: Setting off a general and/or smoke alarm in a residence hall for false reasons
 - iii. Failure to evacuate a residential facility under a general alarm or whenever directed to do so by a university official (including Resident Assistants); or unauthorized use of a fire escape at other times other than during an evacuation or emergency.
 - iv. Intentionally or accidentally leaving a residence hall room door propped or open while the room is not occupied.
 - v. Storage of flammable liquids/gasses and other materials (propane, gasoline, etc.).
- b. Fire Life Safety
 - i. Use of open flame devices including but not limited to candles and incense in or around the residence halls.
 - ii. Use of unapproved multi-tap devices (including power stripes without circuit protection).
 - iii. Use of extension cords (including uninsulated and ungrounded cords) in a long term capacity.
 - iv. Possession or use of halogen lights(s).
 - v. Possession or use of an electric blanket and/or heating pad.
 - vi. Possession or use of a space heater.
 - vii. Hanging and/or attaching combustibles to the ceiling.
 - viii. Excessive use of combustibles on walls (>50%), windows (>10%), and doors (>50%).
 - ix. Untreated (not fire-treated) flags, tapestries, and blankets displayed on the wall/ceiling.
 - x. Blocking fire egress (i.e. blocking doorways, creating inaccessible pathways, hanging items over windows and/or doors).
 - xi. Storing materials too close to a sprinkler head. Items must be a minimum of 18" below a sprinkler head in Ackerman, Arbor Park, Alder View and Heritage.
 - xii. Storing materials too close to the ceiling. Items must be a minimum of 32" below the ceiling in Barnum and Landers Halls, or Knox Street Apartments.

11. Throwing Objects

- a. Throwing objects from buildings, stairwells, windows, roadways, balconies, or any place from which something can be thrown, including within the buildings, building entries and courtyards.
- b. Throwing items including, but not limited to, snowballs, water balloons, sporting items (e.g.: football, baseball, etc), garbage, pumpkins, and other food products at or in buildings.

12. Furniture

- a. Removal of room furnishings.
- b. Removal of furniture from the wall (Barnum Hall).
- c. Storing or using lounge furniture and/or other institutional furniture in a resident room.

13. Violation of the Guest Policy

See Policies Section, #6

14. Improper Check-Out

Improper check-out from a space will result in a \$150.00 fine and possible disciplinary action. Improper check-out includes, but is not limited to the following:

- a. Changing rooms and/or keys/fobs without permission of University Housing.
- b. Failing to check out of the room by the prescribed date and time.
- c. Leaving the room or withdrawing from the University without following the proper check-out procedure.

15. Keys/Fobs

- a. Duplicating keys.
- b. Loaning keys/fobs or being lent keys/fobs.
- c. Failure to report lost, stolen, or missing keys/fobs within 24 hours of the time you first realized the keys/fobs were missing. See Policies Section, #7.
- d. Sharing or unauthorized use of Arbor Park bedroom pin numbers.

16. Excessive Room Lock-Outs.

- a. Lock-outs in excess of five (5) per year will be charged \$10.00 per lock-out. Lock-outs in excess of ten (10) per year will result in student disciplinary action.

17. Unapproved Lofts

- a. Construction of stilts, lofts, or platforms or use of concrete blocks or other bunking structures for your bed except where the furniture has been specifically designed for that purpose.

18. Violation of the Noise Policy

See Policies Section, #8

19. Pets - with the exception of ODS approved emotional support animals and service animals

- a. Feeding, harboring, keeping, and/or housing of any animal, except for aquarium fish (those with gills and scales)*, in the residential community or being aware of such action by others and not reporting it.

* One aquarium tank (no larger than 10 gallons) will be allowed per resident.

20. Propping Doors/Safety

- a. Propping any locked community area door.
- b. Propping any individual room door through tacking, the use of magnets, taping, or any other method.
- c. Engaging in any action that jeopardizes students' safety (including misuse of keys/ fobs).

21. Public Areas

- a. Failure to remove all room trash to the dumpsters outside and away from the residence hall buildings, or storing room trash, even for brief periods of time, in public areas, or using public area trash cans within the residence hall for room trash.
- b. Storage of personal items of any kind in public areas, including, but not limited to bicycles chained in undesignated areas.
- c. Engaging in sports activities or rowdy or rough playing, including, but not limited to running in hallways, throwing objects, etc. in public areas.
- d. Use of chalk on any surface (e.g.: sidewalks, bricks) except chalkboards.
- e. Writing or drawing on walls or doors.

22. Solicitation

See Policies Section, #10

23. Trespassing

- a. Entering an unauthorized public or private space without permission.
- b. Remaining unlawfully in or upon the premises of another if instructed to leave either by a student, a University Housing staff member, Campus Public Safety, or another university official.

24. Improper Water/Snow Activity

- a. Engaging in water (e.g.: squirt guns, water balloons, etc.) or snow "fights" in the residential facilities and/or courtyard areas.

25. Wheeled Recreational Vehicles

- a. Use of non-motorized recreational vehicles (e.g., inline skates, skateboards, scooters, long-boards, bicycles, and other similar devices) in and/or around all residence halls. These devices can be used in residence hall areas (with the exception of catwalks and building interiors) only when enroute to or from non-restricted areas. For further information, please consult Campus Public Safety.
- b. Use of motorized recreational scooters and other recreational vehicles (licensed and unlicensed) in and/or around the residence halls. Motorized recreational vehicles must be stored outside of all campus buildings (including residence halls). Motorized recreational vehicles may not be used on pedestrian walkways, in courtyards, or other areas near residential communities. Motorized recreational vehicles may be used on surfaces designed specifically for their use (roadways, parking lots, service roads, etc.) and must include the required licensing by the Department of Motor Vehicles.

26. Misuse of Windows

- a. Use of windows in a manner not appropriate to their design.
- b. Climbing into or out of windows.
- c. Passing items into or out of residence hall buildings through windows.

- d. Pouring or dumping liquid, spitting into or out of residence hall windows.
- e. Removal of screens on windows.
- f. Writing on windows.

Policies

1. Room Change

- a. Room changes can be requested online. All students requesting a room change may need to meet with residential staff. Requesting a room change does not guarantee change request, or placement request.
- b. Upon meeting the conditions for a room change (or being otherwise approved by a Professional Live-In Staff), the student will be provided room choices according to availability and eligibility as determined by University Housing. An “empty” room is not necessarily an available room.
- c. A student must complete the room change process and follow the steps outlined by Housing staff to avoid fees and disciplinary action.

2. Credit Load

- a. Students living in WOU’s residential community must be enrolled full time (8 or more credits for undergraduate students, 6 credits for graduate students) in academic courses. Dropping below the credit limit does not necessarily exempt first-year students from the first-year live-in requirement, and will require a petition to request to live on campus without the required credit load.

3. Damages

Rooms have been reviewed by University Housing staff. If students would like to report any damages to the room, they can do that by completing the online Room Condition Report. Room Condition Reports must be submitted no later than ten days after move in.

- a. Repairs to residence hall facilities must be performed by university personnel. The cost of these repairs includes materials and labor as well as any cleaning fees that might be assessed. In all cases, trained university employees must do the work in order to comply with building codes and construction standards. If a room, or an item in a room, is damaged, DO NOT attempt to repair it. The responsible student will be charged for the cost of the repairs done by professionals to complete the work correctly.
- b. If the student loses or damages residential property, (including any portion of the facility itself) even accidentally, the student will be billed for it. The student may also be referred to Student Conduct. *See #7 in the Prohibited Conduct section.* Report any damages to the RA or Apartment Manager immediately.
- c. If no one is found responsible for community area damages, all members of the community will be held accountable for all fees, including cleaning and administrative fees.
- d. If the student causes accidental damage or removes university property, it must be reported to a University Housing staff member.

4. Entering a Student Room

The university respects a student’s right to privacy. However, the university also maintains the right to have authorized personnel enter any residence hall room or apartment for the purpose of inspection, repair, welfare checks, or other official university business, including inspection of a room(s) following

the reasonable suspicion by University Housing staff that a violation of the Code of Student Responsibility or The Guide is occurring within that room.

5. First-Year Live-In Requirement

All first-year students who enter WOU within one year of high school graduation must live on campus through the end of Spring Term their first year at WOU. Students who wish to live off campus at any time during their first academic year may request to do so with approval by petition. See section II, of the Housing Contract.

6. Guests

a. Definitions and host responsibility

- i. Guests are defined as any individuals who are not contracted residents of the specific room, community, or building in question.
- ii. Each guest must have a host and be escorted while in the building - including common area lounges. Persons who are not residents may be asked to leave the building unless they are able to demonstrate they are guests of a resident of the hall or on business related to the university, or its faculty, staff, or students.
- iii. Guests will be expected to comply with all university regulations and policies.
- iv. The host will be responsible for their own behavior as well as the behavior of their guest(s). Guests of residents may be required to leave if they are violating policies, damaging property, or show the potential to cause harm to themselves or others.

b. Limitations

- i. Only the people assigned to a room may reside in that room.
- ii. Overnight guests are permitted only with the permission of the roommate(s). The roommates must sign a Guest Consent Form, which must be submitted to the RA/RD 24 hours prior to the guest's arrival or by a deadline set by the RA/RD.
- iii. Each resident may have overnight guests stay no more than three (3) consecutive nights - not to exceed nine (9) guest nights per term. Only two guests are permitted per room per night.
- iv. Individual buildings, floors/pods, or roommates have the right to make this policy more restrictive. No persons other than invited guests, resident students, or university staff on university business may enter the private areas of residence halls. The private areas are those areas beyond the lobby or "common area" at the main entrances in the buildings.
- v. No one, including residents and guests, may use restrooms designated for a different gender other than oneself. Individuals have the right to use gendered facilities consistent with their gender identities. Guests are strongly encouraged to use public area restrooms. Gender neutral public area restrooms are located in the lounges of Landers Halls, Sequoia Commons, and in the central corridor of each floor in Heritage Hall. Gender neutral restrooms are also available in each community of Ackerman Hall.

If a roommate feels that their rights are being violated, it is their responsibility to contact a staff member to help resolve any conflicts that have arisen. Roommates are encouraged to talk about arrangements for guests - including residence hall students who are guests - and how all parties feel about the potential disruption guests can cause before the guests are invited to stay.

7. Keys and Fobs

- a. A key and/or fob to access an assigned room will be issued to the student upon check-in. Students are responsible for all issued keys and/or fobs and should not share keys, fobs, or pin codes. Students who lose keys and/or fobs will be charged a fee of \$25-\$75 depending upon the key or fob issued.
- b. If locked out of an assigned room, students should contact the staff person on duty during duty periods (7 pm - 8 am Monday - Friday, 24 hours on Saturday and Sunday). Students locked out during the day should go to the Residential Service Center (RSC) for assistance.
- c. More than five (5) lockouts per year will result in fines. More than ten (10) will result in disciplinary action.

8. Noise

- a. Every student has the right to sleep and study without excessive noise. To ensure the rights of all community members, QUIET HOURS have been set up as follows:
Sunday - Thursday 11 pm - 8 am Friday & Saturday 12 am - 10 am
Quiet Hours are revised at the end of the terms.
- b. The realities of community living dictate that individuals respect community needs for the moderation of noise at all times (regardless of quiet hours). Therefore, courtesy quiet hours are in effect at all times.
- c. Use of drums, subwoofers, and instruments with amplifiers are limited. Be aware of noise levels when playing video games, instruments, or other devices. It is strongly recommended that students wishing to practice or play music using this equipment use practice rooms available in Smith Hall.
- d. Excessive noise (human or otherwise) is an infringement on the rights of students and is unacceptable at WOU.

**Note: While it is the responsibility of all to control noise, it is also the responsibility of those impacted by the noise to contact the offending party and request the problem be eliminated. If this approach does not succeed, contact residential staff in your building. If the noise becomes chronic, disciplinary action will be taken.*

9. Room Assignments

We do our best to place students in the residence hall that they request. Unfortunately, it is not always possible to give students their first preference.

Students who lived on campus the previous year have hall and room priority for the following fall. All remaining areas are assigned according to the date the completed housing application and payment are received.

- a. WOU reserves the right to reassign an individual to a different room, community, or residence hall in the event it is determined necessary by the University Housing staff. Reassignment may occur at any time during or between terms.
- b. If paying for a multiple occupancy room and a roommate(s) leaves, the student is responsible for assisting the office by either accepting a new roommate moving in with someone else, or accepting single/limited occupancy status at the single/limited occupancy rate.

10. Solicitation and Commercial Activity

The university has an obligation to provide students with a comfortable living area. This includes allowing students to exercise their right to personal privacy, providing for student safety and security,

and providing an environment which further enhances the educational mission of the university. It is within this context that the following policies exist.

- a. Door-to-door solicitation for commercial or other nonpolitical purposes is prohibited in the residence halls.
- b. Commercial activity in any residence hall area shall be allowed only with the approval of the Professional Staff of that building.
- c. Registered candidates of national, state, local, and campus political races may campaign in the public area of a designated residence hall only after registering with the Professional Staff of that building.
- d. Other types of solicitation which the Professional Staff deems useful to the community or which the community requests, may be allowed with approval from University Housing. Requests must be made in writing

11. Posting in the Residential Complex

- a. Bulletin boards and other surfaces in the halls or dining areas are for residence hall business items, notices, and activities. Commercial material may not be placed on bulletin boards unless approved by University Housing, Campus Dining, your Professional Staff, the office of Student Engagement and/or by the office of the Vice President for Student Affairs.

12. Smoking and Tobacco

- a. Western Oregon University is a tobacco-free campus. Smoking, carrying, using, or possessing any kind of tobacco product or instrument is prohibited on all university property and in all vehicles on university property. This includes but is not limited to any lighted or heated tobacco product, legal smoking substances that are not tobacco, smoking instruments, cigarettes, cigars, shisha tobacco, hookahs, water pipes, electronic cigarettes/vapes, and all forms of smokeless tobacco such as chewing tobacco, snuff, snus, sticks, strips, orbs, and dipping tobacco. Tobacco may not be sold or distributed on any university property.

13. Visitation

- a. Access to residence hall public areas is permissible only to occupants of that building during hours the buildings are open. Public areas include lobbies, lounges, and public area restrooms. Residential living areas (floors, wings, pods, buildings) are secured 24 hours a day, seven days a week.
- b. Access to residential living areas is by residents with University Housing assignment within that community only.
- c. Any damage or policy violation by those non-residents who have been granted access to the living area will be the responsibility of the individual(s) who granted access to the non-resident.
- d. In the event that no individual will take responsibility for the actions of the non-resident (s), the entire living area may be held responsible for the actions of that person. When billing damages to student accounts, a \$10.00 per billing administrative fee will be applied to each student account.

14. Lost or Abandoned Property

- a. Items left in residence hall rooms or public areas will be inventoried and stored for 30 days.
- b. Individuals seeking to retrieve these items should contact University Housing. After storing for 30 days if items are not claimed will either be disposed of or donated.

15. Assault Response

- a. Any student who is alleged to have physically assaulted another person, whether sexually or otherwise, may be removed from their residence or from school immediately pending a student conduct hearing. Once removed from their residence, the student may not enter the residence halls until after resolution of the case through the Student Conduct program.

16. Alcohol

- a. All persons who choose to provide or consume alcoholic beverages:
 - i. Must do so responsibly. Furnishing or consumption that precedes or occurs with excessive noise, vandalism, harassment, sickness, excessive messes, or obvious intoxication is a violation of the alcohol policy.
 - ii. Must share responsibility for the safety and welfare of peers and guests. This responsibility includes but is not limited to monitoring alcohol consumption, preventing intoxicated persons from driving, caring for persons who are unable to care for themselves, obtaining professional medical assistance for persons who may have alcohol poisoning, and securing assistance from University personnel whenever appropriate or necessary.
- b. Persons who are 21 or older may be implicated as providing alcohol based on a standard of preponderance of evidence when they choose to be in a campus housing space where persons under the age of 21 are consuming alcohol.
- c. When a violation of the alcohol policy occurs, involved individuals will be required to dispose of all alcoholic beverages at the request of University personnel.
- d. Guests and residents who are not assigned to the room, suite, apartment, or building where the violation occurred may be required to vacate the space upon request of University personnel.
- e. Consumption of alcohol under this policy is a privilege. The University reserves the right to suspend alcohol privileges when it is in the best interest of the University community.

Facilities, Safety and Services

Personal Space

The university respects your room/apartment as a place where you can find privacy and where you can control the living environment. You may use your assigned rooms in accordance with established law and university policy. Community areas of the residence hall include hallways, lounges, catwalks, and common bathrooms. These are shared by all residents and should be used within the framework of law and institutional policy.

Custodial Services

Ackerman, Heritage, Landers Residents: Monday - Friday daily cleaning. Check cleaning times posted in each bathroom. If you choose to use your bathroom when your custodian arrives, your bathroom may not be cleaned that day. **DO NOT ACCESS YOUR BATHROOM WHILE IT IS BEING CLEANED.**

Arbor Park/Barnum Residents:

Arbor Park apartments will have their bathrooms cleaned between 10 am and 3 pm every other week.

- Remove all personal items from the sink, countertops and showers so your custodian can completely clean and disinfect all areas.
- If personal items are not removed, the full scope of cleaning will not occur. *If this becomes a pattern, additional cleaning charges may be assessed and disciplinary action may be initiated.*

Toilet Paper:

Residential students all have toilet paper provided for their use. Toilet paper used for anything other than its intended purpose will result in additional fees to student accounts.

Residents of Arbor Park must supply their own toilet paper.

Family Housing (Alder View and Knox St. Apartments) occupants are responsible for cleaning their own bathrooms and providing their own toilet paper.

Energy Management at WOU

With continued increases in energy costs, Western Oregon University has made a commitment to save energy whenever possible. All room lighting has been replaced with energy efficient lighting and individual heat controls have been installed in each room.

In addition, we encourage you to use the following tips to assist with energy management:

- Turn off the lights when you leave the room or when they are not needed
- Use natural lighting (sunlight) as much as possible
- Turn off your electronics when not in use
- Unplug appliances when they are not being used
- Turn down the heat when you leave the room
- Keep your windows closed in the winter to retain heat
- Use the blinds to keep heat out or in
- Turn off lights in the common living areas, including lounges, bathrooms, laundry rooms, when not in use
- Only wash and dry full loads of laundry
- Shorten the length of the showers you take
- Report any drafts through doors or windows
- Report repairs promptly (e.g. dripping faucets, faulty thermostats, or continuously running toilets)

Fire Safety Inspections

Under the direction of the State Fire Marshal, residential staff will conduct a fire/life safety inspection of all residence halls in Fall Term. You will be notified as to when these inspections will take place, and you will be required to allow residential staff entrance to your room for inspection. If you or your roommate are not home, the room will be inspected without your presence and a note will be left indicating the status of your room. Should a violation be found, you will receive an email indicating what the violation was, and you will be expected to immediately comply. If the violations have not been corrected after an unannounced reinspection, you and/or your roommate(s) will be fined a minimum of \$25.00 per violation and will be subject to disciplinary action.

Emergency Procedures

Your two most important resources during an emergency are University Housing staff and Campus Public Safety.

In case of a fire, please sound the nearest fire alarm and evacuate the building. Evacuation procedures are as follows:

- Put on coat and shoes and take your keys/fob.
- Check to see if your door is hot or has smoke around it. If so, stay in your room, signal from your window and wait to be evacuated by firefighters.
- If safe to do so, exit your room. Shut your door tightly when you leave.

Fire Evacuation Meeting Areas:

Ackerman: Exit. Proceed towards the basketball courts or towards “H” parking lot.

Barnum: Exit. Proceed across the J-Loop parking lot to the front of “J” lot.

Heritage: Exit. Proceed north towards the Public Safety lawn or east towards the Welcome Center.

Landers: Exit. Proceed across the J-Loop parking lot to the front of “J” lot.

Arbor Park and Alder View: Exit. Proceed to Parking Lot J.

Knox St. Apartments: Exit. Proceed east (away from campus) across Knox St.

Please note, evacuation meeting locations may change based on the situation. Do not remain in courtyards or in close proximity to the buildings. Follow the directions of University Staff or local authorities. Remain in designated locations until cleared for re-entry by the RD or a member of the University Housing staff acting on behalf of the RD. ***In the event of a fire,*** if you can use a fire extinguisher without endangering yourself, please do so. However, our first concern is your safety. Do not attempt to extinguish a fire if you are in any way endangered

Earthquake Procedures

The best way to protect yourself during an earthquake is to prepare yourself for one before it occurs. By taking some time to think about earthquakes now, you will greatly increase the chances that you will be able to respond effectively after one occurs.

Before an Earthquake

1. Identify hazards in your room - heavy objects on high shelves, tall bookcases or cabinets, and heavy items hanging above your bed are all items which can fall on you during an earthquake. Note other danger spots such as windows and unsecured furniture.
2. Move objects that could fall and injure you from above your desk and where you sleep. They could fall on you during an earthquake.
3. Know emergency routes from your room & hall.
4. Know where the fire extinguishers are located.
5. Know if you have any physically-impaired neighbors so you can help them in an earthquake.
6. Keep a battery-powered radio and flashlight handy.
7. Learn first aid and CPR.

During an earthquake

1. Stay calm, but act quickly. It is important to take “quake safe” action at the first indication of ground shaking.
2. Do not enter or exit a building during the shaking. You could be hit by falling debris.
3. Beware of objects which might fall. Move away from them.

If you are outside, position yourself away from buildings, trees, utility poles, and power lines.

After an earthquake

1. Check for injuries. Do not move any seriously injured persons unless they are in danger of further injury.
2. Exit the building. Follow staff directions. Wear shoes. Move away from all buildings, trees, utility poles, and power lines.
3. Do not use the telephone except in an emergency.
4. Pay attention to University Housing staff and emergency personnel.
5. Expect aftershocks

Additional Emergency Procedures

Bomb Threat

1. Bomb threats usually occur by telephone. Try to keep the caller on the line as long as possible.
2. Remain calm and try to obtain as much information as possible.
3. Call Campus Public Safety at extension 8-9000.
4. Don't hang up until you are released from the call.
5. Inform a University Housing staff member.
6. If you spot an object you suspect to be a bomb, or is otherwise suspicious or dangerous, notify Campus Public Safety and a University Housing staff person immediately. Do not touch, move, or tamper with the item.
7. Evacuate the building if you are instructed to do so and do not re-enter the building until told that it is safe to do so.

Crime in Progress

1. Do not attempt to interfere with the criminal except to protect yourself.
2. If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, gender, hair color, etc.
3. Call Campus Public Safety at 503-838-8481 or 503-838-9000. Describe the situation and remain where you are until you are contacted by an officer.
4. Do not interfere with those persons creating a disturbance or with law enforcement authorities on the scene.

Infectious Disease Protocol

In the event that there is an infectious disease outbreak (e.g.: measles, tuberculosis, flu, etc.), University Housing has protocols in place to protect the community. These protocols include separation of infected students from the residential community.

University Housing will work with local authorities to provide the safest response possible. This may include displacement of some students for a period of time.

Campus Closures and Lock Downs

In the event of an emergency "incident" on campus, resulting in a lock down of all or part of campus, students, faculty, and staff will be notified via the campus emergency notification system.

Inclement Weather Plan

If it becomes necessary for Western Oregon University to close because of severe weather or other hazardous conditions, you will be notified of the closure. Information regarding the closure will reach you through:

1. University Housing staff.
2. Checking the main website: www.wou.edu for inclement weather updates.
3. Receive a WOU Alert

Active Shooter Protocol

If you are involved in a situation where someone has entered an area or building and started shooting, or you hear the sounds of gunfire, the following actions are recommended:

1. Exit the building, immediately move away from the area, and seek shelter.
2. Avoid parking lots and open areas.
3. Notify anyone you encounter to exit (or not enter) the building immediately.
4. Notify the police by calling 911.

If you are directly within range or in danger of an active shooter and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office and hide
2. Close the door, lock or barricade the door if possible
3. Cover the door windows, if possible
4. Keep quiet - silence phones, and act as if no one is in the room
5. DO NOT answer the door
6. Notify the police by calling 911
7. Wait for police to assist you out of the building

If the shooting is occurring outdoors, the following actions are recommended:

1. Move inside a building, if possible, and follow the previous recommendations.
2. If you cannot go inside, try to hide behind something solid.
3. Run away from the sounds of shooting, if you can do so without increasing your risk.
4. Notify the police by calling 911.

Safety Notification Statement

In compliance with House Bill 2971, residents in facilities constructed prior to 1978 are to be notified of any known lead paint hazards within the facilities. With the exception of Ackerman and Heritage Halls, Arbor Park and Alder View, all of our residence halls were constructed prior to that date, and as a result, lead based paint may have been used at a time prior to 1978. However, we currently are unaware of any "known" lead based paint hazards within the residential facilities. If you have any questions or concerns regarding this issue, please feel free to contact the Housing Office.

Residential Computing

Acceptable Use of Computing Resources Policy

At ResComp (www.wou.edu/rescomp) we strive to provide all residents with easy access to the WOU network. We are here to help residents connect their personal computers to our network. By connecting personal computers to WOU's network in the residence halls, we hope to better support our residents' educational goals.

The following is an abridged version of the WOU Acceptable Use of Computing Resources Policy. You are responsible for reading the policy, and employing professional behavior and acceptable use of the computing resources that you have access to as a residential student at Western Oregon University. To read the policy in its entirety, please go to: <http://www.wou.edu/policycouncil/view-policy/?ppolicyid=836>

Participating in prohibited activities may result in revocations of WOU network services without refund, possible action within the Student Conduct System, and/or criminal charges.

- The use of WOU network is a privilege that may be revoked at any time for inappropriate behavior. Such behavior would include but is not limited to the use of obscene, abusive, or otherwise objectionable language and/or materials in either public or private messages.

- Each WOU student is given access to a personal drive on the network, where personal files can be kept. Please keep in mind that network systems are inherently insecure. Be sure not to give out your username or password to anyone. Any material whose privacy must be guaranteed should not be stored on the WOU network. It is the sole responsibility of each student to backup data on their network drive and personal computer.
- Never use computing facilities to do mischief or harass other users.
- Copying or distributing unauthorized software from computer network or computers makes the person copying liable for copyright infringement.
- Exercise your freedom to speak out but please do so responsibly and in a way that reflects credibly on the University. Be aware that using University computer resources to defame others or invade their privacy may result in a lawsuit against you.
- Review the Western Oregon University Acceptable Use of University Computing Resources Policy

Important Reminder:

Copying or distributing copyrighted material on the WOU network or your personal computer makes you liable for copyright infringement. Residents caught using their computers to download or share copyrighted material (e.g.: MP3's, movies, games, software) will be forced to uninstall any file-sharing programs and will lose all residence hall network access for 45 days.

A SECOND OFFENSE MAY RESULT IN REMOVAL FROM THE RESIDENCE HALLS.

Disclaimer Statement

The information in the publication is as accurate as was possible to obtain at the time of publication. The provisions are subject to change without notice and do not constitute a contract with Western Oregon University. The university is not responsible for any misunderstandings of its requirements or provisions that might arise as a result of errors in the preparation of the publication.